

IPAC EASTERN ONTARIO

A Chapter of Infection Prevention and Control (IPAC) Canada

SECTION:	Financial	ORIGINATED:	2006 June
TITLE:	LOIS RAE MEMORIAL FUND – CIC FUNDING	REVISED:	08Mar, 17Apr
NUMBER:	4.4	PAGES:	3

BACKGROUND

Lois Rae, a founding member of IPAC EO and the first member to achieve Certification in Infection Control (CIC) from the Certification Board of Infection Control (CBIC), supported and encouraged education of chapter members.

PURPOSE

To provide funding for IPAC EO members in good standing to write or recertify for their CIC. Achieving CIC indicates a level of knowledge in Infection Prevention and Control (IPAC) that is recognized worldwide.

To encourage individual growth of study of IPAC EO members, thereby promoting professionalism among IPAC professionals in our region.

POLICY

1. Surplus funds from educational events or awards presented to IPAC EO for Chapter achievements will be used to maintain this fund.
2. Excess funds will be carried over to the next fiscal year.
3. The CIC Fund account may not be used for other expenses, except on the approval of the general membership.
4. The CIC award may only be given to a member of IPAC Eastern Ontario who has been a member of IPAC EO for at least one (1) year and IPAC Canada for at least two (2) years. Applicants must have attended a minimum of three (3) chapter meetings per year.
5. Funding is only available for the exam fees. IPAC EO members are required to pay for any transportation or accommodation charges that they may incur in the writing of the exam.
6. Applications will be accepted after documented successful completion of the exam.
7. Members may only apply once every five (5) years for an award.
8. The funds available will be awarded on a first-come basis.
9. A CIC pin will be presented to newly certified members.

PROCEDURE

1. The Treasurer will identify the funds available for the Lois Rae Memorial Fund as part of the annual Budget proposal.
2. The Chapter President, Treasurer and Education Director will review and approve applications for funds.
3. After successful completion of the CIC Certification exam, the candidate applies with supporting documentation i.e., proof of payment and documentation of successful completion, to the Chapter Treasurer (see Appendix A).
4. The Treasurer will distribute copies of the application to the approval committee.
5. The Executive will establish that the member meets the criteria listed above.
6. The President will notify all applicants of results.
7. The Treasurer will promptly issue a cheque to the successful applicant(s).
8. The Treasurer will provide the names of newly certified members to the Education Chair when they apply for reimbursement of their examination fee.
9. The Education Director will arrange for the newly certified member to be presented with a congratulatory letter (see Appendix B) and the CIC pin.

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APPENDIX A: APPLICATION TO BE COMPLETED BY IPAC EO MEMBER REQUESTING CIC FUNDING (POLICY # 4.4 Revised April 2017)

PART I: PERSONAL INFORMATION

DATE: _____ **APPLICANT:** _____
FACILITY/ORGANIZATION: _____
POSITION/TITLE: _____
PHONE: _____ **EMAIL:** _____

PART II: ELIGIBILITY REQUIREMENTS

- a) I have been a member of IPAC EO since: _____ # years: _____
b) I have been a member of IPAC Canada since: _____ # years: _____
c) I have attended a minimum of 3 chapter meetings in the last 12 months (YES NO UNSURE)

Approved by:

1. _____ President IPAC EO Date _____
2. _____ Treasurer IPAC EO Date _____
3. _____ Education Director IPAC EO Date _____

Date Cheque Issued: _____

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APPENDIX B: SAMPLE LETTER FOR NEWLY CERTIFIED MEMBERS

Member Name
Member Address
Member Address
Member Address

Date

Dear Member,

Congratulations on successfully passing the Certification in Infection Control exam! You are among many leaders who, every day, advance the knowledge and practice of Infection Prevention and Control.

On behalf of the IPAC Eastern Ontario executive and membership, congratulations on a job well done!

Sincerely,

<President's name>
President
IPAC EO

<Education Director's Name>
Education Director
IPAC EO